

# **CAREER ORIENTATION**

## Curriculum Content Frameworks

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# Curriculum Content Frameworks

## Career Orientation

Grade Levels: 8  
Course Code: 399100

Prerequisite: None

Course Description: Career Orientation is a foundation course that uses hands-on activities and research, providing an opportunity for exploring career clusters. It is the point at which educational development begins with the establishment of individual career plans.

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### Table of Contents

	Page
Unit 1: Introduction to the World of Work	1
Unit 2: Self-Awareness	2
Unit 3: Making Decisions	4
Unit 4: Researching Careers	5
Unit 5: Exploring the 16 Career Clusters	6
Unit 6: Employment Skills	8
Unit 7: Entrepreneurship	11
Unit 8: Education and Training	12
Glossary	14

# Unit 1: Introduction to the World of Work

## Hours: 3

Terminology: Attitude, career, demographics, ethnic, global economy, goal, job, occupation, orientation, outsourcing, work, workforce diversity

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.1 Define terms related to work and career orientation	1.1.1 Demonstrate the use of terms in relation to the world of work and career orientation	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
	1.1.2 Explore reasons why people work	Personal Management	Writing  Career Awareness, Development, and Mobility	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]  Analyzes impact of work on individual and family life [3.1.1]
1.2 Discuss the importance of a positive attitude	1.2.1 Relate a positive attitude to the world of work	Foundation	Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
		Interpersonal	Teamwork	Recognizes effects of positive/negative attitudes on co-workers [2.6.4]
1.3 Describe the effects of a global economy in relation to the world of work	1.3.1 Interpret factors that contribute to a global economy	Interpersonal	Cultural Diversity	Comprehends ideas and concepts related to a global economy [2.2.1]
	1.3.2 Connect diversity and demographics to the workplace			Works effectively with men and women from diverse backgrounds -- ethnic, social, educational, etc. [2.2.5]

## Unit 2: Self-awareness

### Hours: 8

Terminology: Aptitude, assessment, career portfolio, identity, interest, interest inventory, learning style, lifestyle, personality, procrastinator, self-concept, skill, values

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce			
Knowledge		Application		Skill Group	Skill	Description
2.1	Define terms related to self-awareness	2.1.1	Demonstrate the use of terms related to self-awareness and career orientation	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
2.2	List reasons why people should identify interests, aptitudes, and abilities	2.2.1	Assess personal interests, aptitudes, and abilities	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]
		2.2.2	Analyze personal assessment data			Draws conclusions from what is read [1.3.12]
		2.2.3	Develop a personal career portfolio			Uses appropriate materials and techniques as specified [1.3.20]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
						Writes appropriate entries [1.6.22]
		Personal Management	Career Awareness, Development, and Mobility	Analyzes own knowledge, skills, and ability [3.1.2]		
			Self-esteem	Comprehends the importance of a positive self-concept [3.5.1]		
2.3	Discuss values as they relate to the world of work	2.3.1	Demonstrate personal values needed for a particular career	Foundation	Listening	Receives and interprets verbal messages [1.2.8]
					Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
				Interpersonal	Cultural Diversity	Respects others' personal values, cultures, and traditions [2.2.4]
				Personal Management	Integrity/Honesty/Work Ethic	Describes desirable worker characteristics [3.2.3]
					Organizational Effectiveness	Promotes the goals and values of the organization [3.3.8]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.4 Relate personality traits to the world of work	2.4.1 Analyze personality traits needed for a specific job	Foundation	Listening	Comprehends ideas and concepts related to personality traits [1.2.1]
			Reading	Draws conclusions from what is read [1.3.12]
			Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
		Personal Management	Self-esteem	Identifies personality assets [3.5.6]
2.5 Identify factors of a person's lifestyle	2.5.1 Describe how career choices affect personal lifestyle	Foundation	Listening	Comprehends ideas and concepts related to a person's lifestyle [1.2.1]
			Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
		Thinking	Problem Solving	Demonstrates logical reasoning in reaching a conclusion [4.4.2]

## Unit 3: Making Decisions

### Hours: 4

Terminology: Compromise, conflict, decision, decision-making process, evaluate, plan, resource, tentative

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
3.1 Define terms related to making decisions	3.1.1	Demonstrate the use of terms in relation to decision making	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
				Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
3.2 Explain the need to study decision-making processes	3.2.1	Demonstrate the use of a decision-making process	Foundation	Listening	Evaluates oral information/presentation [1.2.2]
				Reading	Analyzes and applies what has been read to specific task [1.3.2]
				Science	Chooses appropriately from a variety of scientific methods and techniques to complete a task [1.4.8]
				Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
			Thinking	Knowing how to Learn	Processes new information as related to the workplace [4.3.5]
				Problem Solving	Demonstrates logical reasoning in reaching a conclusion [4.4.2]

## Unit 4: Researching Careers

### Hours: 3

Terminology: ArkOscar, education/training requirements, employment outlook, entry-level jobs, Internet, job duty, O\*Net, OOH, part-time jobs, qualification, related occupations, research, temporary jobs, volunteering, working conditions

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
4.1	Define terms related to researching careers	4.1.1	Demonstrate the use of terms in relation to researching careers	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
4.2	Identify career information resources	4.2.1	Research careers, using a variety of resources	Foundation	Reading	Uses appropriate materials and techniques as specified [1.3.20]
						Uses standard occupational resource materials [1.3.22]
					Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
					Writing	Summarizes written information [1.6.17]
					Takes notes from various sources [1.6.18]	
			Personal Management	Career Awareness, Development, and Mobility	Comprehends ideas and concepts related to career resources [3.1.3]	
			Thinking	Knowing how to Learn	Processes new information as related to workplace [4.3.5]	

## Unit 5: Exploring the 16 Career Clusters

### Hours: 26

Terminology: Career cluster

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
5.1 Identify the 16 career clusters	5.1.1 Explore interests, skills, education/training, and labor market data for each career cluster	Foundation	Arithmetic/ Mathematics	Uses basic numerical concepts in practical situations [1.1.32]	
			Listening	Comprehends ideas/concepts related to the 16 career clusters [1.2.1]	



CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
	5.1.2 Perform job-related activities to identify which clusters best match one's interest, skills, aptitudes, and values	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]  Draws conclusions from what is read [1.3.12]
			Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]  Organizes information in an appropriate format [1.6.10]  Presents own opinion in written form in a clear, concise manner [1.6.14]
		Interpersonal	Cultural Diversity	Discusses contributions and innovations made by women and/or minority groups [2.2.2]  Respects others' personal values, cultures, and traditions [2.2.4]
			Teamwork	Works effectively with others to reach a common goal [2.6.6]
		Personal Management	Career Awareness, Development, and Mobility	Analyzes own knowledge, skills, and ability [3.1.2]
		Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]  Prepares presentation based on subject research, interviews, surveys [4.1.10]
			Knowing how to Learn	Processes new information as related to workplace [4.3.5]
			Reasoning	Uses logic to draw conclusions from available information [4.5.6]
			Seeing Things in the Mind's Eye	Visualizes a finished product [4.6.4]

## Unit 6: Employment Skills

### Hours: 8

**Terminology:** Applicant, application form, co-worker, deduction, discrimination, employer, fringe benefits, gross pay, help-wanted ads, interview, job lead, net pay, networking, procedure, punctuality, reference, résumé, salary, screen out, wage, work ethic

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
6.1	Define terms related to employment	6.1.1	Demonstrate the use of terms in relation to employment skills	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
6.2	Identify information and skills needed in applying for a job	6.2.1	Analyze a help-wanted ad	Foundation	Reading	Identifies relevant details, facts, and specifications [1.3.16]
		6.2.2	Draft a sample résumé		Writing	Completes forms accurately [1.6.7]
		6.2.3	Complete sample application forms			Organizes information in an appropriate format [1.6.10]
				Personal Management	Self-esteem	Prepares a complex document in a concise manner [1.6.12]
						Presents answers/conclusions in a clear and understandable form [1.6.13]
						Writes/Prints legibly [1.6.24]
				Develops self-confidence by creating a résumé that promotes personal strengths/abilities [3.5.5]		
				Presents positive personal references of education and work experience [3.5.8]		

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
6.3	List factors that contribute to a successful interview	6.3.1	Demonstrate successful job interview skills	Foundation	Listening	Receives and interprets verbal messages [1.2.8]
					Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
						Interprets nonverbal cues -- such as eye contact, posture, and gestures -- for meaning [1.5.6]
					Speaks effectively, using appropriate eye contact, gestures, and posture [1.5.11]	
				Personal Management	Self-esteem	Presents positive image of personal attitudes and abilities [3.5.7]
	Thinking	Reasoning	Applies rules and principles to a new situation [4.5.1]			

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
6.4 Discuss job management skills	6.4.1 Demonstrate positive on-the-job procedures and behaviors	Foundation	Listening	Receives and interprets verbal messages [1.2.8]
			Reading	Identifies relevant details, facts, and specifications [1.3.16]
			Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
		Interpersonal	Cultural Diversity	Respects others' personal values, cultures, and traditions [2.2.4]
			Customer Service	Recognizes effects of positive/negative attitudes on customers [2.3.7]
			Teamwork	Recognizes effects of positive/negative attitudes on co-workers [2.6.4]
		Personal Management	Career Awareness, Development, and Mobility	Identifies continuing changes in male/female roles at home and work [3.1.7]
			Integrity/Honesty/Work Ethic	Describes/Explains significance of integrity, honesty, and work ethics [3.2.4]
				Follows established rules, regulations, and policies [3.2.5]
		Thinking	Knowing how to Learn	Processes new information as related to workplace [4.3.5]

## Unit 7: Entrepreneurship

### Hours: 4

Terminology: Business plan, competition, consumer, corporation, entrepreneur, laws of supply and demand, partnership, persistent, producer, risk, sole proprietorship, stock, stockholder

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
7.1	Define terms related to starting a personal business	7.1.1	Demonstrate the use of terms in relation to entrepreneurship	Foundation	Listening	Comprehends ideas and concepts related to entrepreneurship [1.2.1]
					Reading	Comprehends written information for ideas [1.3.7]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
7.2	Identify advantages and disadvantages of being an entrepreneur	7.2.1	Compare advantages and disadvantages of being an entrepreneur	Foundation	Reading	Draws conclusions from what is read [1.3.12]
					Writing	Organizes information in an appropriate format [1.6.10]
				Personal Management	Career Awareness, Development, and Mobility	Analyzes impact of work on individual and family life [3.1.1]
7.3	Discuss personality traits that lead to success as an entrepreneur	7.3.1	Identify personality traits leading to success as an entrepreneur	Foundation	Arithmetic/	Demonstrates mathematical calculation [1.1.19]
					Reading	Identifies inaccurate information/entries on written documents [1.3.15]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
				Interpersonal	Leadership	Comprehends ideas and concepts related to personality traits [2.4.2]
					Personal Management	Integrity/Honesty/ Work Ethic
				Self-esteem		Comprehends the importance of a positive self-concept [3.5.1]

## Unit 8: Education and Training

### Hours: 4

Terminology: Apprenticeship, associate degree, bachelor's degree, credit, elective, financial aid, GED certificate, graduate school, internship, on-the-job training (OJT), postsecondary education, prerequisite, tuition, vocational

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
8.1	Define terms related to education and training	8.1.1	Demonstrate the use of terms related to education and training	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
8.2	Identify options available in high school	8.2.1	Analyze high school graduation requirements	Foundation	Listening	Comprehends ideas and concepts related to high school graduation requirements [1.2.1]
		8.2.2	Develop a personal 4-year high school plan relative to a career goal		Reading	Adjusts reading strategy to purpose and type of reading (skimming and scanning) [1.3.1]
						Comprehends written information for main ideas [1.3.7]
						Identifies relevant details, facts, and specifications [1.3.16]
						Uses graphs/charts/tables to obtain factual information [1.3.21]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
				Personal Management	Career Awareness, Development, and Mobility	Establishes and implements a plan of action [3.1.5]
						Identifies education and training needed to achieve goals [3.1.8]
				Thinking	Decision Making	Evaluates information/data to make best decision [4.2.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
8.3	Identify education and training options following high school	8.3.1	Compare education and training options following high school	Foundation	Listening	Comprehends ideas and concepts related to education and training options [1.2.1]
					Reading	Comprehends written information for main ideas [1.3.7]
						Identifies relevant details, facts, and specifications [1.3.16]
						Writing
				Thinking	Reasoning	Uses logic to draw conclusions from available information [4.5.6]

## **Glossary**

### **Unit 1: Introduction to the World of Work**

1. Attitude -- a person's outlook on life, usually positive or negative
2. Career -- the work done over a period of years in one area of interest
3. Demographics -- characteristics or makeup of a population
4. Ethnic -- relating to races or groups of people with common customs
5. Global economy -- worldwide financial management system
6. Goal -- an objective that a person wants to obtain and works to achieve
7. Job -- work that a person does for pay
8. Occupation -- the type of job in which a person is employed
9. Orientation -- acquaint or become familiar with a new situation
10. Outsourcing -- utilizing external resources
11. Work -- a productive activity resulting in something useful
12. Workforce diversity -- a wide variety of workers with different backgrounds, experiences, ideas, and skills in the workplace



## Unit 2: Self-awareness

1. Aptitude -- the natural ability or potential for learning new skills
2. Assessment -- a personal evaluation
3. Career portfolio -- collection of information about oneself
4. Identity -- the personality or activity by which a person is known
5. Interest -- a thing a person enjoys doing or thinking about
6. Interest inventory -- an assessment that helps people identify their interest areas
7. Learning style -- natural method or way one thinks or learns
8. Lifestyle -- typical way of life
9. Personality -- the combination of attitude, values, interests, and behaviors that identify a person
10. Procrastinator -- one who puts off doing things or making decisions
11. Self-concept -- the way in which a person views his or her self-worth
12. Skill -- the ability to perform a certain activity well
13. Values -- personal standards by which one lives

## Unit 3: Making Decisions

1. Compromise -- to give up something to resolve a conflict
2. Conflict -- clash of ideas or values
3. Decision -- the choice between two or more possibilities
4. Decision-making process -- the steps one takes to make the best decision
5. Evaluate -- to look at closely and judge
6. Plan -- the course of action one decides to take at the end of the decision-making process
7. Resource -- anything a person has or uses to reach a goal
8. Tentative -- a decision or plan that can be changed

## Unit 4: Researching Careers

1. ArkOscar -- a computerized career information delivery system
2. Education/training requirements -- the instructional background and skills needed to qualify for employment
3. Employment outlook -- the prospect for the future of a job or career
4. Entry-level jobs -- the jobs that beginners start with to train them for higher-level jobs
5. Internet -- the computer network system through which information can be shared on the World Wide Web
6. Job duty -- a task one is expected to perform on the job
7. O\*Net -- Occupational Information Network compiled by the United States Department of Labor
8. OOH -- (Occupational Outlook Handbook) a book used for researching the most common careers in the United States
9. Part-time jobs -- jobs requiring less than 35-40 hours a week, depending on the employer
10. Qualification -- a special skill, knowledge, or ability that enables a person to perform a particular job
11. Related occupations -- jobs or careers belonging to the same group on the basis of similar knowledge and skills
12. Research -- to find out more by reading and talking to people
13. Temporary jobs -- jobs that last for a limited period of time
14. Volunteering -- doing a job without pay to gain experience
15. Working conditions -- the environment of the workplace

## Unit 5: Exploring the 16 Career Clusters

1. Career cluster -- jobs or occupations grouped together because of similar knowledge or skills

### The 16 Career Clusters

#### **Agriculture, Food, and Natural Resources**

Occupations related to

- growing and processing crops for human use
- raising and processing animals for human use
- using raw materials that occur naturally in the earth

#### **Architecture and Construction**

Occupations related to

- designing, building, and repairing structures

#### **Arts, Audio-Video Technology, and Communications**

Occupations related to

- visual and performing arts
- multimedia communications
- journalism

#### **Business, Management, and Administration**

Occupations related to

- planning, organizing, and directing business operations

#### **Education and Training**

Occupations related to

- providing education and training services
- providing support services

#### **Finance**

Occupations related to

- acquiring, investing, and managing money

#### **Government and Public Administration**

Occupations related to

- regulating and managing local, state, and federal government

#### **Health Sciences**

Occupations related to

- the science of maintaining and improving people's physical and mental well-being

#### **Hospitality and Tourism**

Occupations related to

- services involving lodging, entertainment, recreation, and travel
- food and beverage management

**Human Services**

Occupations related to

- services that improve people's quality of life and promote safe, healthy communities

**Information Technology**

Occupations related to

- computer and Web-based services
- telecommunications services

**Law, Public Safety, Corrections, and Security**

Occupations related to

- protective and legal services

**Manufacturing**

Occupations related to

- designing and producing materials into intermediate or final products

**Marketing, Sales, and Service**

Occupations related to

- developing, promoting, and providing goods to consumers
- performing tasks for consumers

**Science, Technology, Engineering, and Mathematics**

Occupations related to

- the systematic use of observations and experiments to gain knowledge about the world
- the practical use of scientific knowledge
- solving practical problems by combining science and mathematics with technology
- the study of numbers and their relationships

**Transportation, Distribution, and Logistics**

Occupations related to

- coordinating the movement of people, goods, and services

## Unit 6: Employment Skills

1. Applicant -- a person applying for a job
2. Application form -- the tool employers use to find out basic information about job applicants
3. Co-worker -- a person who works with you
4. Deduction -- amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
5. Discrimination -- treating someone unfairly because of his or her race, religion, or sex
6. Employer -- the person who hires someone to do a job
7. Fringe benefits -- extras provided by employers (other than wages)
8. Gross pay -- the total amount of an employee's earnings before deductions are taken out
9. Help-wanted ads -- notices that employers put in the classified section of the newspaper describing their job openings
10. Interview -- a formal meeting between an employer and job applicant about a job opening
11. Job lead -- any information about possible job openings
12. Net pay -- the amount of a paycheck after the deductions are taken out
13. Networking -- a resource that involves communicating information with others
14. Procedure -- an action or series of actions determined by an employer for a specific process
15. Punctuality -- being on time for work
16. Reference -- a person who will give a favorable report of a job applicant to the employer
17. Résumé -- a short, written description of an applicant's personal data, education, and experience related to a job
18. Salary -- fixed amount of money earned, regardless of hours worked
19. Screen out -- to eliminate unwanted applicants
20. Wage -- payment for work, usually figured by the hour
21. Work ethic -- rules of behavior in the workplace

## Unit 7: Entrepreneurship

1. Business plan -- a description of the goals of a business and how it will operate
2. Competition -- when two or more companies rival for consumer dollars
3. Consumer -- someone who purchases a good or service with the intent to use it
4. Corporation -- business owned by many people but treated by the law as though it were owned by one person
5. Entrepreneur -- a person who organizes, manages, and assumes the risk of a business
6. Laws of supply and demand -- economic rules that influence consumer buying decisions
7. Partnership -- business that two or more people own and operate
8. Persistent -- continuing for a long period of time to accomplish a task
9. Producer -- someone who creates a good or service
10. Risk -- possibility of loss
11. Sole proprietorship -- business owned by one person
12. Stock -- a share of the ownership in a company
13. Stockholder -- a person who owns stock in a company

## Unit 8: Education and Training

1. Apprenticeship -- a program in which a person learns to do a certain job by working with a skilled worker
2. Associate degree -- a certificate of completion awarded to a person after completing a program of study in a particular area, usually lasting two years
3. Bachelor's degree -- a certificate of completion awarded to a person after successfully completing a required set of college courses in both general and specific areas, usually lasting four years
4. Credit -- unit of measurement that schools use to determine whether students are progressing toward graduation
5. Elective -- a course that is not required but can be chosen by students according to their interests
6. Financial aid -- methods of paying for education/training, such as grants, scholarships, etc.
7. GED certificate -- a document stating that a person has passed a five-part test in the areas of writing, social studies, science, reading, and math
8. Graduate school -- a program of study beyond a bachelor's degree
9. Internship -- a temporary paid or unpaid position that involves direct work experience in a career field
10. On-the-job training (OJT) -- learning on the job
11. Postsecondary education -- any education or training following high school
12. Prerequisite -- a course that is required before another course can be taken
13. Tuition -- the fee that colleges charge to take their classes
14. Vocational -- a course or program that teaches job skills